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INSTRUCTIONS FOR COMPLETING THE REQUEST FOR CHANGE FORM

1. For CMB use only: Date when RFC is logged by CMB.
2. For CMB use only: Unique identifier assigned by CMB.
3. Check the type appropriate to the action requested, Information Center requests should check other.
4. Office Code of originator (first two digits of Prism Number).
5. Project Number, unless the RFC requests a new project.
6. Project Name, unless the RFC requests a new project.
7. Provide a short descriptive title of the RFC.
8. If the originator uses an internal control number it should be entered here.
9. List any known related RFCs.
10. Originator's Mailing Address.
11. Check the desired priority:
 1. Stop all present work
 2. Top of work queue
 3. Routine.
12. Date the originator needs installation of the RFC.
13. Signature and name of the originator.
14. Office of the originator.
15. Telephone extension of the originator.
16. Preparation date of the RFC.
17. Describe the services requested, need and description of the new or modified capability. If a new project, RFC originator must include an acronym and title.
18. Provide a statement detailing the impact if the RFC is not implemented.
19. Signature and name of the ADP Control Officer.
20. Office of the ADP Control Officer.
21. Telephone extension of the ADP Control Officer.
22. Date the ADP Control Officer approves the RFC for submittal to QAD.
23. Authorizing signature from Applications.
24. Telephone extension of authorizing person.
25. Date RFC approved.
26. Signature of the Chief/Deputy Chief/Designee of QAD acknowledging receipt of the RFC.
27. Telephone extension of QAD official acknowledging receipt of the RFC.
28. Comments, if any.
29. Date acknowledged.
30. Signature of C/CMB when closing out RFC.
31. Telephone extension of C/CMB.
32. C/CMB enters any comments on the final disposition of the RFC.
33. Date entered by C/CMB when closing out RFC.